

ALMS Job Aid # 3 - DATA ENTRY in the Army LMS:

ENTER / ADD SKILLS

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Skills**” from the Gray Horizontal Tab Bar
3. Click “**Create Skill**” from the Left Navigation Bar
4. The Skill Page is displayed: Enter data in fields.
 - a. **Name:** (mandatory field)
 - b. **Description:** (optional)
 - c. **Group ID:** (Use Finder Icon to locate the Groups ID - mandatory field)
5. After entering data, click “**Save**”.
6. Repeat steps 1 – 5 to add additional skills

NOTE: Ensure that a sub-folder has been added to the Skill Group Directory Tree prior to skills entry. To add a Skill Group

TO ADD A SKILL GROUP:

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Skills**” from the Gray Horizontal Tab Bar
3. Click “**Create Group**” from the Left Navigation Bar
4. The Skill Group Details screen is displayed. Enter data in fields:
 - a. **Group Name:** (mandatory)

DO NOT add to Directory Root unless authorized/instructed

- b. **Parent:** (mandatory) (default is ROOT; change to already entered group or add sub-group)
5. Click “**Save**”

BUILD INTERNAL ROLE

1. Select **“People”** from the Go to: drop-down menu
2. Click **“Internal Role”** from the Gray Horizontal Tab Bar
3. Click **“Create”** from the Left Navigation Bar
4. The Internal Role Details Screen is displayed: Enter data in fields
 - a. **Role Type:** (mandatory)
 - b. **Description:** (optional)
 - c. **Security Domain:** (optional)
 - d. **Custom Fields:** (optional)
5. Click **“Save”**
6. Repeat steps 1 – 5 to add additional Internal Roles

Associate Skills w/Internal Roles

Select the **“Skills”** link. This link lets the Course Manager add new Skills to the Internal Role associated with the MOS/Career Field.

Associate Internal Roles with MOS/Career Fields

Select the **“Roles”** link. Use this link to view or add Internal Roles associated with the MOS/Career Field.

Associate Skills to Lesson Templates

To associate Skills with Lesson Templates, work from the Lesson Template Details screen after you have saved (or searched for) your Lesson Template.

(Enter Title Number or Name)

- Select **“Skills”** from the Left Navigation Bar.
- You can view Skills already associated in the top half of the screen.
- Use the Finder icon and Pick List functions to locate new Skills to associate with this Lesson Template.
- Select **“Add”** to add the Skill.

BUILD A LESSON TEMPLATE (Resident Course)

1. Select “**Catalog**” from the Go to: drop-down menu
 1. Click “**Lesson Template**” from the Gray Horizontal Tab Bar
 3. Click “**Create**” from the Left Navigation Bar
*** or Click “**Search**” to locate previously entered Templates
 4. The Lesson Template Details Screen is displayed. Enter data in fields.
 - a. **Lesson Group:** (mandatory – use Finder Icon)
 - b. **Lesson Template Number:** (mandatory)
 - c. **Title:**
 - d. **Manager Approval:** (yes / no)
 - e. **Max Discount:** (leave at default: 0.0)
 - f. **Duration:** (enter lesson length, ex: 1.0 for one hour)
 - g. **Min Count:** (minimum student count required)
 - h. **Max Count:** (maximum student number for lesson)
 - i. **Max Waitlist:** (Number of students waiting to take lesson)
 - j. **Units:** (not currently used)
 - k. **Security Domain:** (Mandatory – use finder icon)
 - l. **Language:** (use Finder Icon, select English)
 - m. **Roster Template:** (optional)
 - n. **Abstract:** (optional free text field for added info)
 - o. **Lesson Availability:** (uncheck the Display for Web box.)
 - p. **Available From:** (click calendar icon to select date)
 - q. **Discontinued From:** (optional)
 - r. **Custom Fields:** (optional – normally used by ATRRS)
 5. Click “**Save**”
- Repeat Steps 1 – 5 to create additional Lesson Templates

ADD RESOURCES TO LESSON TEMPLATE

1. Select **“Catalog”** from Go To drop-down menu
2. Page defaults to **“Lesson Template”** on Horizontal Tab Bar
3. To add Resources to existing template: Enter search criteria and click **Go**.
4. Click **“Edit”** icon of desired Lesson Template
5. Lesson Template Details page will display
6. Click **“Resources”** link from Left Navigation Bar
7. Resources Screen will display
8. Click **“Add New Resource Type”** drop-down
9. Select desired Resource Type link from drop-down
 - a. Add Facility Resources to Lesson Template
 1. Purpose: Assignment of Resource(from drop-down)
 2. Resource Type: Select from drop-down
 3. Click **“Save”**
 - B. Add Equipment Resource to Lesson Template
 1. Purpose: Assignment of Resource
 2. Resource Type: Select from drop-down
 3. Click **“Save”**
 - C. Add Employee Resource to Lesson Template
 1. Purpose: Assignment of Resource
 2. Resource Type: Select **“Instructor”**
 3. Click **“Save”**

NOTE: Selecting an Instructor is not recommended at the Lesson Template level

NOTE: After each save the resource will display on the Resources Screen.

Note: Repeat process to add multiple resources types

BUILD A COURSE

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Courses**” from the Gray Horizontal Tab Bar
3. Click “**Create**” from the Left Navigation Bar
- **** Click “**Search**” to locate previously entered Courses
4. The Course Details Screen is displayed. Enter data in fields.
 - a. **Name:** (mandatory)
 - b. **Version:** (optional)
 - c. **Available From:** (use calendar icon to select date)
 - d. **Discontinued From:** (optional)
 - e. **Security Domain:** (mandatory – use finder icon)
 - f. **Acquire Within:** (optional)
 - g. **Valid For:** (optional)
 - h. **Notify Before:** (optional – default is 30)
 - i. **Course Recertification Window:** (optional)
 - j. **Recertification Policy:** (radio buttons)
 - k. **Abstract:** (enter additional data info)
 - l. **Custom Fields:** (optional – normally used by ATRRS)
5. Click “**Course Phases**” (On right side of Course Details Screen Title Bar)

NOTE: Each Phase must have at least 1 Module and each Module must have at least 1 Learning Offering before the Course Details Screen can be saved.

6. The Course Phases Details Screen is displayed. Enter data in fields.
 - a. **Name:** (mandatory)
 - b. **Available From:** (mandatory)
 - c. **Discontinued From:** (optional)
 - d. **Acquire Within:** (optional)
 - e. **Recertification:** (optional)(check boxes)
7. Click Modules: **"Add New"**
8. Click **"Save"**
Once Phase is Saved; Click Edit ("+") to display Phase
The Completed Phase Details Screen is displayed
Click **"Add New"** (Modules) to add Modules to Phase
9. The Course Modules Details Screen is displayed. Enter data in fields.
 - a. **Name:** (mandatory)
 - b. **Number of offerings that learner must finish:** (mandatory)
10. Click **"Add New"**
11. The Search for Learning Offerings Screen is displayed with a list of Learning Offerings
12. Make selections via check box (multiple selections OK.)
13. Click **"Done"**
14. Click **"Save"**
15. Go back to Step 7 to add additional modules to the Phase; or go back to Step 5 to add additional Phases.

ADD SKILLS TO LESSON TEMPLATE

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Lesson Template**” from the Gray Horizontal Tab Bar
3. The Left Navigation Bar defaults to “**Search**”. Locate desired Template by entering data in search parameter fields and click “**GO**”
4. The Lesson Template Search Results Screen is displayed
5. Click the “**Edit**” icon
6. The Lesson Template Details Screen is displayed
7. Click “**Skills**” from the Left Navigation Bar
8. The Skills for: (Lesson Template Number) Screen is displayed
9. Click “**Skill Group**” (drop-down menu) and select Group
10. Click “**Skill**” (Finder Icon to locate skill)
11. Proficiency (drop-down)(default is “**Proficient**” – Leave default)
12. Click “**Add**” (yellow oval)
13. Repeat Steps 8–11 to add additional Skills

ADD ATTACHMENTS TO A LESSON TEMPLATE

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Lesson Template**” on the Gray Horizontal Tab Bar
3. The Left Navigation Bar defaults to “**Search**”.
(Enter data in the parameter blocks to locate desired Template and click “**GO**”)
 - a. Lesson Template Number:
 - b. Title Like:
 - c. Group Name Like:
4. Lesson Template List is displayed for a Search or individual Template is displayed
5. Click the icon in the Edit Column to display the Lesson Template Details Screen
6. Click “**Attachments**” from the Left Navigation Bar to display the Attachment List: (Lesson Template Number) Screen
7. A New Attachment Bar is displayed in the lower half of the screen. Enter data in fields.
 - a. **Name:** (mandatory)
 - b. **Category:** (select category from the drop-down menu)
 - c. **Language:** (default is English)
 - d. Mime: Type (not used)
 - e. Private: (not used)
 - f. URL: (Radio Button) (enter URL to locate web address)
 - g. Upload File: (Radio Button)(Browse to search for file)
8. Click “**Add to List**” (yellow oval) to add attachment
9. Repeat Steps 7 – 8 to add additional attachments

BUILD LESSONS

1. Select “**Lessons**” from the Go to: drop-down menu.
2. Click “**Create**” from the Left Navigation Bar.
3. The Lesson Details Screen is displayed. Enter data in fields.

- a. **Lesson Number:** (generated by LMS system)
- b. **Lesson Template Number:** (mandatory)
- c. **Building:** (optional)
- d. **Virtual Classroom:** (optional)
- e. **Customer Service Representative:** (optional)
- f. **Start Date:** (mandatory – use Calendar icon to enter date)
- g. **End Date:** (LMS generated)
- h. **Session Template:** (mandatory – select from established sessions)
- i. If Session is not established, click “**Add/Modify Sessions**”
- j. The Add/Modify Lesson Sessions Screen is displayed. Enter data in fields.

- 1) **Session Template Name:** (mandatory)
- 2) **Ad Hoc Block:** (use correct naming conventions for days of the week (Monday=M, Tuesday=T, Wednesday=W, Thursday=Th, Friday=F, Saturday=Sa, and Sunday=S))
- 3) **Session:** (fill in data blocks)
- 4) **Week:** (1,2, 3 etc)
- 5) **Name:** (copy paste from Ad Hoc Block}
- 6) **Day:** (Monday Tuesday etc.)
- 7) **Start Time:** (select from drop down calendar icon)
- 8) **End Time:** (select from drop down calendar icon)

- 9) Click **“Add”**
- 10) Click **“Done”**
- 11) Repeat Steps 4 – 7 to add additional

- k. **Lesson Type:** (select from the drop-down menu)
 - l. **Delivery Type:** (select from the drop-down menu)
 - m. **Check Boxes:** (de-select as desired)
 - n. **Min Count:** (mandatory) (number of trainees needed to run the lesson)
 - o. **Max Count:** (Max number of trainees training area can accommodate)
 - p. **Max In Wait List:** (maximum number of trainees designated waiting for placement in lesson)
 - q. **Maximum Internal Confirmed:** (LMS generated)
 - r. **Student Count:** (LMS generated)
 - s. **Students Waitlisted:** (LMS generated)
 - t. **Lesson Base Price:** (LMS generated)
 - u. **Max Discount:** (mandatory – use 0.0)
 - v. **Credit Quantity:** (optional)
 - w. **Security Domain:** (mandatory – use Finder Icon)
 - x. **Language:** (mandatory – use Finder Icon, select English)
 - y. **Custom Fields:** (optional – Normally used by ATRRS)
4. Click **“SAVE”** when done.
 5. Repeat Steps 2 – 4 to add additional lessons

SCHEDULE RESOURCES

1. Select “**Lessons**” from the Go to: drop-down menu
2. LMS defaults to “**Search**”. Enter data in search parameter fields and click “**GO**” to locate Lesson
3. Individual Lesson or Lesson List is displayed
4. Click on icon in the Edit column of desired Lesson
5. The Lesson Details Screen is displayed
6. Click “**Resources**” from the Left Navigation Bar
7. The Resources Page is displayed
8. Click on “**Add New Resource Type:**” drop-down menu (Only required if the resource requirement was no built in the Lesson Template)
 - a. Select Resource Type: Facility, Equipment, Inventory, Employee
 - b. Must select one type at a time to enter. Repeat Step 8 for each resource needed
9. Once a Resource type is selected, the Add New Resource Screen is displayed. Enter data in fields.
 - a. **Purpose:** (mandatory) (drop-down) (select appropriate)
 - b. **Resource Type:** (mandatory) (select appropriate from drop-down)
 - c. **Name:** (optional)
 - d. **Rate Template:** (optional)
 - e. **Resource Rate:** (optional)
 - f. **Resource Rate Type:** (optional – default is 0.0)
 - g. **Required Quantity:** (optional – default is 1)
 - h. ****Repeat Step 9 for each resource
10. Click “**Save**”

BUILD ITERATIONS

1. Select **“Catalog”** from the Go to: drop-down menu
2. Click **“Course Iteration”** from the Gray Horizontal Tab Bar
3. Click **“Create”**
4. The Course Iterations Details screen is displayed
 - a. **Product Group:** (mandatory – use Finder Icon to select Group)
 - b. **Course Iteration Number:** (mandatory)
 - c. **Name:** (mandatory) (each Iteration must have a unique name)
 - d. **Description:** (optional)
 - e. **Marketing Campaign** (optional – not used)
 - f. **Security Domain:** (mandatory – use Finder Icon))
 - g. **Available From:** (mandatory – use Calendar Icon to select date)
 - h. **Discontinued From:** (optional)
 - i. **Total Price:** (leave at default 0.0)
 - j. **Number Items:** (leave at default 0)
 - k. **Training Units:** (optional – not currently used)
 - l. **Check Boxes:** (select / de-select as needed)
 - m. **Custom Fields:** (optional – Normally used by ATRRS)
5. Click **“Course Iteration Lesson”** (upper right corner)
6. Repeat Steps 3 – 5 to add additional Iterations
7. Select **“Course Iteration Lesson”**
 - a. Enter the name of the Lesson in the name field.
 - b. Select **“Add New”**.
 - c. Category is **“Lesson”**.
 - d. Find and select your Product Group.
 - e. Find and select the “Lesson Title”.
 - f. Select **“Done”**.
 - g. Select **“Save”**.
 - h. Select **“Back”** and make sure your new Lesson has been saved.

NOTE: To check that you have entered the Lessons correctly, the Section should only have “1” Section.

8. Select **“Add New”** and repeat Step 7 to add any new Lessons.

ASSOCIATE ITERATIONS TO COURSE

1. Select “**Catalog**” from the Go to: drop-down menu
2. Click “**Courses**” from the Gray Horizontal Tab Bar
3. Click “**Search**” and enter data in the “Name Like” field or click on “**GO**” to locate Course
4. Click the icon in the Edit column of the selected Course
5. The Course Details Screen is displayed
6. Click “**Course Iterations**” from the Left Navigation Bar
7. The Course: (Lesson Name) page is displayed
8. Click “**Add Course Iteration**” (yellow oval)
9. The Course Iteration Finder will appear. Enter data in one of the Search parameter fields and click “**GO**”
10. Select the Course Iteration Number by clicking on the checkbox in the left column of the iteration you want to add and click “**Done**” (yellow oval)
11. Repeat Steps 8 – 10 to add additional Iterations for the same course